

## **Application to hold an Event at an SSDC Countryside Site**

Applications must be received a minimum of six weeks prior to the start of any activity or event. The completion of this application does not constitute formal permission to use South Somerset Countryside land. Please note events and activities delivered by commercial organisations will be subject to a charge. Events being organised by charities or community organisations, and not for commercial gain, can use the greenspaces for free. We will respond to your application accordingly and within 2 weeks of receipt of a completed form. Thank you for your interest in using one of our fabulous South Somerset sites. For more information on our sites visit <https://www.visitsouthsomerset.com>

1. Organisation
2. Title of event
3. Type of event
4. Location
5. Date of event
6. Start time:                      Finish Time
7. Organiser Name:
8. Number of participants:                      Number of spectators:
9. Are you charging participants for the event?

10. Description of event – all planned activities etc.

**It is essential that a map showing key location points, routes, car parking, start and finish is attached to this form.**

11. If specific route is to be used, how will it be waymarked?

12. Contact name on day of event:

Telephone on day of event:

13. Please supply details of the following, where relevant

- i. Trade tents
- ii. Catering facilities
- iii. Portable toilets
- iv. Other facilities
- v. First aid cover
- vi. Sponsors
- vii. What events have you organised in the past
- viii. Media coverage expected
- ix. Would you like your event publicised in our list of events YES/NO

14. Evidence of current public liability insurance cover (£5,000,000) must be presented prior to the event – a photo/scan is acceptable

15. Other supporting information you need to provide

**Risk Assessment**

It is essential for all permissions that a risk assessment is submitted prior to the event.

For more information on risk assessments visit [www.hse.gov.uk](http://www.hse.gov.uk)

**Maps**

It is essential that a map of the area(s) or route(s) to be used is returned with this application.

Your application will be dealt with promptly and you will be informed as soon as possible following consultation with the ranger team.

Please return this form to:

Countryside Service  
South Somerset District Council  
Brympton Way  
Yeovil  
Somerset  
BA20 2HT

Email: [countryside@southsomerset.gov.uk](mailto:countryside@southsomerset.gov.uk)

Phone: 01935 462684

For office use only:

Date received

Date circulated:

Approved:

## Useful Information

1. Plan your visit in advance, e.g. arrange a site visit
2. Ensure you have permission from other landowners or authorities where relevant, e.g. local Highway Authority, adjoining landowners and organisations.
3. Ensure your proposed activity is compatible with the environmental sensitivities of the site e.g. loud noise disturbing wildlife, fires burning sensitive habitat.
4. Ensure you have adequate resources for marshalling, car parking, toilets, first aid, emergency cover etc.
5. Remove litter and any signs, posters, porta loos, instructions or tape you have put up immediately after the event.
6. Request that all dogs must be on a lead if you are organising a 'dog' based event and all faeces must be picked up and binned.
7. Arrange for extra toilets if you think they are required. There are public toilets on site. Please contact the rangers in advance to arrange delivery times.
8. Normal pay and display car parking charges are applicable for event attendees.
9. Send the rangers any advanced warning / publicity material (posters/banners etc.) and they will erect it on the site for you.
10. All vendors being invited to events must be agreed with rangers during the planning stages. An existing ice cream tenant has first refusal for all events at Ham Hill and Yeovil Country Park. No alcohol can be sold on site. No café-type outlets are permitted on site at Yeovil Country Park during Ninesprings Café opening hours (8am – 6pm). You are advised to check the registration and food hygiene rating of any food vendors you intend to invite via <https://www.southsomerset.gov.uk/licensing,-permits,-registrations-and-notifications/>
11. Street Trading Licences for any vendors invited to site are mandatory. Single day licences are available from <https://www.southsomerset.gov.uk/licensing,-permits,-registrations-and-notifications/>.
12. All SSDC Countryside sites have an existing events licence for up to 500 attendees. Events outside this scale will require a special license from SSDC Licensing.
13. Mains power is not available on site. If you require power you will need to provide a generator.
14. There are no gazebos/chairs/tables available for loan. Please use a local event company.
15. Events delivered by commercial organisations will be subject to a charge. Events being organised by charities or community organisations, and not for commercial gain, can use the greenspaces for free.
16. Vehicle access onto the greenspaces themselves (not just designated car park areas) must be pre-arranged with the rangers. If a gate key is issued it must be returned to the rangers the day after the event. Vehicles are allowed onto site for setting up and taking down. There should be no vehicle movement on site during the times of the event unless there is an emergency. When vehicles are travelling on site hazard lights must be used and a strict 10mph speed limit adhered to. If the weather has been bad in the run up to an event the ranger team reserve the right to prevent vehicle movements on grass to limit damage to the greenspace.
17. No balloons or Chinese lanterns. Make sure no one is selling them or has plans to release them.
18. Do not plan to erect anything the night before, unless you have organised security. All of our country parks are open to the public 24 hours a day and are therefore subject to vandalism and theft. SSDC accepts no liability for loss or damage to equipment left overnight.

19. Amplified music is not allowed on the blanket event license. If you propose amplified music you will need to seek a temporary event licence through SSDC licensing.